

OCA FILE ~~SECRET~~

RECPT # _____

OCA # ~~86-3589~~
86-3602

21 October 1986

MEMORANDUM FOR: Chief, Domestic Security Branch, OS

FROM: Administrative Officer, OCA/DCI

SUBJECT: Courier Security Violation

1. Today I was notified by Mr. Richard Kaufman, of the Joint Economic Committee, that a "CIA Courier delivered a classified document to an uncleared receptionist (Diane Turchetta) in Senate Dirksen Building Room GD-01." The document was addressed to Mr. Kaufman in GD-03 Senate Dirksen Building. The document is classified SECRET. A copy of the form 240 "Courier Receipt and Log Record" is attached. Evidently when the Courier went to GD-03 and found no one there, he took it to GD-01, which is the reception room for the Joint Economic Committee, and left the document there. It was double wrapped and there were no classification markings on the outside envelope.

2. Instructions were reinforced during the first weeks of September with the Courier Branch that when we send documents to the Hill they are to be delivered to the addressee only. If the addressee is not there, they are to bring the document back to the Office of Congressional Affairs Registry. They are not to leave it anywhere else.

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4. This current event is most embarrassing to the Agency. We go to the Hill and preach security, we refuse to allow them to have material if they don't have the proper clearances, storage facilities, etc. Then something like this happens and we look very ridiculous. I don't feel we can just ignore this a second time, therefore this memorandum.

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Attachment: as stated

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23 October 1986

MEMORANDUM FOR: DCCA

FROM: AO/OCA

SUBJECT: CIA Material Being Sent to the Hill

1. Yesterday, I sent you a copy of a memo I wrote to Security about the problem we encountered with Richard Kaufman, Joint Economic Committee staff. The Courier delivered a SECRET document to an uncleared receptionist instead of to Mr. Kaufman.

2. Today, I met with the Chief and Deputy Chief of the Mail and Courier Branch. Several items came out of this meeting:

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b. They have difficulty discerning who on the Hill has what clearances. I told them they should not have to worry about that. We should have the envelope properly addressed, we are responsible to ensure that the addressee has the appropriate clearance for the material. We agreed that OCA will put on the outside envelope the names of any and all cleared persons in the office to which the envelope is addressed. That way if the addressee is not available the Courier will know who else in the office can sign for the envelope. This will mean a bit more work on our part but it is the only way we can be sure that material gets to the appropriate people. For example, if the envelope is addressed to Senator Cohen (his personal office) we will put a list of all appropriately cleared personnel in his office on the outside of the envelope. The Senator obviously is not going to sign for the envelope, but someone must. The Courier will give it only to someone who is listed by us.

3. During the meeting, I agreed to keep the Mail/Courier Branch informed of approved storage rooms on the Hill. I also advised them to check with me on clearances if they have questions.

4. I strongly recommend that we put out an Agency-wide Notice, addressed to all employees, reminding them that all contact with the Hill is to come through this Office. Other than checking with P&PD and CPAS, I don't know of a way to get a handle on who else may be currently sending material to the Hill without coming through us, but I believe putting out the Notice will help.



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